

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500200118-3

~~SECRET~~

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

RC - 081

DATE: 31 January 1962

FROM : OC-Area Records Officer

SUBJECT: Archiving Procedure

1. The OC has in its limited office space 25½ cubic feet of material prepared for archives of which 6 cubic feet of material was returned from the Records Center due to procedural differences.

2. The archiving procedure was discussed with [redacted] Records Center on 15 November 1961. [redacted] requested forwarding of an Original and 3 copies of Form 140 (Records Retirement Request), and 1 copy of Form 140a (Records Shelf List) listing only the container number and the file folder numbers contained in each box. [redacted] stated at that time that a shelf list of all folders by Staff or Division Symbol, and folder number with each folder title was not needed or wanted by the Records Center. This subject has been discussed by the OC-Records Officer with the various OC Divisions and Staffs concerned with accountability of records, and it was determined that it is necessary for the Records Center to keep a copy of the Shelf Listing as an index to material archived.

25X1  
25X1

3. In view of the fact that a resolution of these procedural differences is required, it would be appreciated if you would arrange to discuss this matter with us further at your earliest opportunity.

25X1

Original &amp; 1 - Addressee

~~SECRET~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: OFFICE OF COMMUNICATIONS  
ROOM 2020, BUILDING EYE

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. O/Records Management Staff

2/1/62

1-2  
For any comment

2. [Redacted]

2/2/62

2-1  
I will be glad to meet with [Redacted] any time you say, just let me know.

3. [Redacted]

4. [Redacted]

File

For Record - 2/15 - [Redacted]

5. [Redacted]

6. [Redacted]

[Redacted] as he leave -

7. [Redacted]

Left message for her to call me. This subject the procedures offered to in attached memo discussed with [Redacted]

8. [Redacted]

9. [Redacted]

10. [Redacted]

previously by not [Redacted]

11. [Redacted]

12. [Redacted]

3/5. Cleared up in meeting 3/2 with [Redacted]

13. [Redacted]

14. [Redacted]

in accordance with the original ~~uses~~ desires of [Redacted]

15. [Redacted]

25X1

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*Grantthairia lies*  
*meeting on 15 Nov 62 with*  
*representatives of Office of Communications.*

25X1

*[redacted] will suppress the*  
*25<sup>th</sup> copy of records in accordance*  
*with our standard procedures to*  
*further action necessary.*

25X1



*FA/*  
*162*